

EMPLOYMENT ANNOUNCEMENT

TITLE: COLLECTION & CIVIL PROSECUTION SPECIALIST 1
STATUS: CONTINGENT PERMANENT
BUREAU: CIVIL RECOVERIES – GENERAL RECOVERIES UNIT
LOCATION: ALBANY
SALARY GRADE (SG): CSEA SG-14 (starting salary \$56,506, job rate \$68,630)

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS**NY HELPS:**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

- Two years of full-time experience in the collection of debts or two years of full-time experience as a Legal Assistant.

Substitution:

An associate or higher degree in legal assistant/paralegal studies or law from a regionally accredited college or university accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), or one cited by the American Bar Association (ABA) as following acceptable practices; or completion of a legal assistant/paralegal studies non-degree certificate program where the certificate was issued by a regionally accredited or ACICS accredited college or university or one cited by the American Bar Association as following acceptable practices may substitute for two years of experience.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Collection & Civil Prosecution Specialist 1.

OR

Eligible for a lateral transfer or eligible for transfer under 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the Career Mobility GOT-IT website.

DUTIES

- Reviews unpaid accounts referred by various State agencies.
- Determines if the accounts are sufficiently documented and economically feasible to prosecute.
- For accounts in which collection appears unlikely or insubstantial, prepares and supports recommendations for write-off.
- For collectable accounts, investigates and assembles pertinent information, including the legal identities of debtors and liable third parties, evidence of obligation and default, payment histories, credit records and asset inventories.
- Traces the current whereabouts of debtors and liable third parties using various research tools and techniques.
- Seeks contact with debtors and liable third parties or their legal representatives to determine their understanding of the debt and the consequences of failure to pay it.
- Prepares billings for insurance and other third-party payers.
- Negotiates terms of settlement within guidelines authorized by the supervising attorney.
- If unable to obtain debtor compliance, obtains attorney approval to initiate court action to compel compliance, drafting for attorney's signature the various subpoenas, affidavits, interrogatories, motions, and pleadings to secure a judgment.
- Analyzes adversaries' responses for their sufficiency and evaluates any objections received.
- Enforces money judgments by locating debtor assets and initiating various collections procedures such as garnishments and liens.
- Maintains tracking systems to monitor case status, legal developments, repayments, and closures.
- Prepares final court documents and releases any remaining restrictions such as salary attachments and transcript hold.
- Assists litigating attorneys in the prosecution of debtor accounts by performing legal research, gathering evidence, interviewing witnesses, maintaining liaison with referring agencies, responding to inquiries from defendants and third parties or their representatives, managing trial exhibits, preparing, filing and tracking relevant court papers, and monitoring payment schedules.
- Perform other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal-opportunity employer and is committed to workplace diversity.*

Posted June 16, 2025